

Appendix L

Privacy Notice

HOW YOUR INFORMATION WILL BE KEPT SECURE

Protecting the safety and privacy of individuals receiving services and the confidentiality of their records is of paramount importance to us. Through training, policies and procedures, and software we have done several things to make sure your information is kept safe and secure:

- The computer program we use has the highest degree of security protection available.
- ☐ Only trained and authorized individuals will enter or view your personal information.
- ☐ Your name and other identifying information will not be contained in HMIS reports that are issued to local, state, or national Agencies.
- ☐ Employees receive training in privacy protection and agree to follow strict confidentiality standards before using the system.
- ☐ The server/database/software only allows authorized individuals access to the information. Only those who should see certain information will be allowed to see that information.
- ☐ The server/database will communicate using 128-bit encryption – an Internet technology intended to keep information private while it is transported back and forth across the internet. Furthermore, identifying data stored on the server is also encrypted or coded so that it cannot be recognized.
- ☐ The server/database exists behind a firewall –a device meant to keep hackers/crackers/viruses/etc. away from the server.
- ☐ The main database will be kept physically secure, meaning only authorized personnel will have access to the server/database.
- ☐ System Administrators employed by The City of Tuscaloosa support the daily operation of the database. Administration of the database is governed by agreements that limit the use of personal information to providing administrative support and generating reports using aggregated information. These agreements further ensure the confidentiality of your personal information.